



THE OUTLOOK

news and views from the City of Spring Hill, Kansas

NEW CITY PHONE NUMBERS



A new phone system at City Hall will help you more quickly contact the department you need! Three City functions that receive have high volume of calls now have their own numbers, so you can reach them right away.

MUNICIPAL COURT
592-3624

PLANNING AND COMMUNITY
DEVELOPMENT
592-3657

UTILITY BILLING
592-3626

To contact Administration, City Clerk, Economic Development, Finance, Human Resources, Public Affairs, or a receptionist, you'll still call our main City number at (913) 592-3664.

If you encounter problems with the phone system, it would be a great help to us if you would explain the nature of the problem to a staff member. The best way for us to perfect the new system is to collect accurate information that helps us fix your concerns!

The numbers to our other City facilities will also stay the same. To contact the Spring Hill Public Works Department, call (913) 592-3317. To make a non-emergency call to the Spring Hill Police Department, dial (913) 592-2700.

City Newsletter: February 15, 2015

401 N. Madison
P.O. Box 424
Spring Hill, KS 66083
(913) 592-3664

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www.springhillks.gov
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 [@springhillks](https://twitter.com/springhillks)

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COUNCIL CORNER

Welcome to the new Council Corner! In each City newsletter, you can learn more about actions taken at the last City Council meeting in this section. For the official record of the meeting's actions, visit our website to read the meeting's minutes.

At their meeting February 12, the City Council:

- Approved a change order for the upcoming water tower painting and repair project.
- Approved admission rates for the 2015 Spring Hill Aquatic Center season. Rates, which will be the same as in 2014, are as follows:
 - Individual season passes \$85, \$65 for city residents
 - Household season pass: \$150, \$115 for city residents
 - Multivisit pass: \$40 for 10 visits
 - Daily admission, ages three and older: \$5
 - Pre-registered group admission of 12 and more: \$3.50
 - Senior daily admission (age 62 and older): free
 - Twilight day pass (after 6 p.m.): \$3.50
 - Cabana rentals (per two hours): \$35, \$25 for city residents

The City Council meets every second and fourth Thursday of the month at 7 p.m. in the Spring Hill Civic Center, 401 N. Madison.

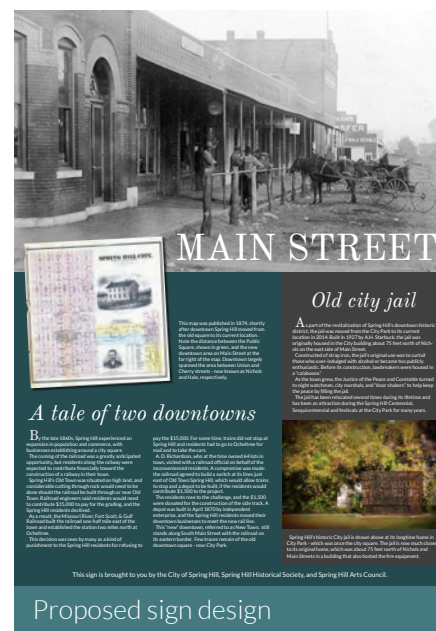
City participating in efforts to highlight downtown's historic heritage

Downtown Spring Hill is one of our City's finest assets. Our one-block Main Street is known for its charming architecture, unique businesses - and especially its interesting history.

The City of Spring Hill is committed to preserving our downtown and its many wonderful stories. Soon, the City will be constructing the first historical downtown sign near the site of our City jail at the intersection of Main and Nichols streets. The sign gives a short history of the jail and tells the story of how our City has had two downtowns since Spring Hill was established.

The Spring Hill Historical Society is planning to erect more educational signage after undertaking a major project - painting a historic mural on the north side of 107 S. Main Street.

To help raise funds for new signs and the mural, the Historical Society is hosting a "Terrific Taco Tuesday" fundraiser February 24 from 5 to 7 p.m. at the Spring Hill United Methodist Church. Donations will be accepted at the door to help fund these two great projects and preserve our City's history.



Proposed sign design

Catch up with state news at the Legislative breakfast



Mark your calendars - the Spring Hill Legislative Breakfast is coming up in just a few weeks!

Enjoy a warm breakfast provided by the Spring Hill Lion's Club while learning more about the 2015-16 legislative session starting at 7 a.m. March 7 at the Spring Hill Civic Center.

State Representative Larry Campbell and State Senator Molly Baumgardner will provide attendees with updates from Topeka and answer questions from the audience.

This free event is sponsored by First Option Bank.

news to note from City Hall

Job opening: Receptionist (part-time)

The City Hall front desk receptionist position is a front-line position dealing directly with the public under the supervision of the Administrative Services/Finance Director.

Responsibilities include:

- Serving as front desk receptionist at City Hall with a positive and cheerful approach.
- Answering a multi-line phone system and transferring calls appropriately.
- Assisting in scanning of documents for multiple departments.
- Handling utility payment posting to customer accounts.
- Reserving City facilities for use by the public, civic groups, and staff.
- Providing administrative support to multiple departments.

This position requires excellent interpersonal skills and a positive, cheerful demeanor. Required skills include use of multi-line phone system, competency in Microsoft Office applications, knowledge of basic office equipment, cash handling experience, and strong data entry skills.

This is a part-time position with 20 to 25 hours per week, Monday through Friday. Minimum salary is \$12.35 an hour. EOE.

Submit cover letter and completed application to our Human Resource Department.

Job opening: Animal Control/Code Enforcement Officer

Under the supervision of the Assistant Chief of Police and Community Development Director, the Animal Control/Codes Enforcement Officer is a non-exempt position under FLSA which protects and serves the citizens of Spring Hill.

This position provides animal control and city code enforcement. The position requires enforcing all local laws and ordinances relating to city codes and animals. Following up on animal control and city code complaints is the primary responsibility of this position. This employee should possess exceptional communication and public relations skills.

Essential functions:

- Protects the life, property, and welfare of the residents of Spring Hill.
- Enforces all local laws and ordinances related to code enforcement and animal control.
- Issues citations for animal and code violations.
- Performs animal control duties and prepares reports and files.
- Investigates weeds, tall grass, and nuisance complaints and gathers evidence.
- Interviews complainants, witnesses, and victims.
- Follows department policies and procedures. Maintains department equipment.
- Testifies in court as required.

A successful candidate must have exceptional verbal and written communication skills. Required skills include sound problem-solving and decision-making skills, the ability to read and write in English and the ability to operate a computer and digital camera. The applicant must possess and maintain a valid driver's license.

This is a full-time position that requires 40 hours per week, M-F. Minimum salary is \$17.15/hour. The City of Spring Hill has a competitive benefits packages and is a KPERs employer. No City residency required.

Open until filled with the first review 2/20/2015.

Interested in applying?

DOWNLOAD

an application at
www.springhillks.gov
under departments>
human resources> job
opportunities
(a separate application
is required for Aquatic
Center applicants)

SUBMIT

your required application materials
by mail: Human Resources
City of Spring Hill
P.O. Box 424
Spring Hill, KS 66083
by fax: (913) 592-5040
by email: hr@springhillks.gov
in person: City Hall, 401 N. Madison

February events

16

Green Board
meeting, 7 p.m.

24

Arts Council
meeting,
6:30 p.m.

26

City Council
meeting, 7 p.m.

02

Public Safety
Advisory Board
meeting, 7 p.m.

05

Planning
Commission
meeting, 7 p.m.

12

City Council
meeting, 7 p.m.

March events

GET READY FOR SUMMER!

Don't let the chilly weather fool you: pool season will be here before you know it! The City of Spring Hill is diving into its first year managing the Spring Hill Aquatic Center in-house. We'll start selling season passes in early March, so watch our Facebook and Twitter pages for updates. First up on our list: building an enthusiastic, responsible team to manage day-to-day operations at the Aquatic Center and provide a quality recreational experience for all swimmers, sunbathers, and supervisors.



SUMMER JOB OPENINGS

If you'd like to dedicate your summer to creating fun for others, then working at the Spring Hill Aquatic Center is for you. The Aquatic Center is known for its considerate, enthusiastic, dependable staff members who work together to create a positive, safe experience for guests. By joining this winning team, you can earn money, meet friends, have fun, and gain valuable work experience.

Team members are hired on a seasonal basis for each operating season (late May through late August). Applicants must be available for the entire season. Applications will be accepted through February 27, 2015, at Spring Hill City Hall, 401 N. Madison. For more information and an application, visit www.springhills.gov or call 592-3664.

POOL MANAGER: Must be at least 18 years of age. This position is responsible for all aspects of the Aquatic Center's day-to-day operations, including pre-season preparation and post-season closure. The Manager is responsible for the supervision of all subordinate personnel, programming, safety, maintenance, cleaning, and record keeping. This position maintains and improves facilities and programs while creating and maintaining public awareness, resolving staff and patron issues, and balancing financial reports. Up to \$8,500/season.

ASSISTANT POOL MANAGERS: Must be at least 18 years of age. This position is responsible for the overall daily operation of the City's swimming pools. The Assistant Manager is responsible for the supervision of pool personnel, training of lifeguard staff, regular pool maintenance, operational activities, and record keeping. This position maintains and improves facilities and programs while creating and maintaining public awareness and resolving staff and patron issues. \$11/hour.

LIFEGUARDS: Must be at least 16 years of age. This position is responsible for the supervision of pool patrons, maintenance of training standards, daily pool maintenance, operational activities, and record keeping. Lifeguards must become certified through Red Cross Lifeguard Training. \$8.50/hour.

DECK ATTENDANTS: Must be at least 15 years. Is responsible for maintaining an inviting, positive, clean, and safe environment at the City's Aquatic Center. The Attendant effectively communicates and enforces rules, regulations, and policies to visitors, performs basic custodial duties, and monitors the facility. \$7.25/hour.

FRONT DESK AND CONCESSION WORKERS: Must be at least 15 years of age. Responsibilities include admitting pool patrons and waiting on pool patrons at the concession stand, including preparing and serving requested food and beverage orders. Responsibilities include collecting fees, operating a cash register, making change, keeping the Aquatic Center clean and organized, and safely and properly handling food items and supplies. \$7.25/hour.